

ASPEN RIDGE PREPARATORY SCHOOL
Monthly Board Meeting
September 6, 2012

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, September 6, 2012 at Aspen Ridge Preparatory School located at 705 Austin Drive in Erie, Colorado. The session was posted and advertised so that any public interested in attending the meeting or in making a public comment had that opportunity.

BOARD MEMBERS PRESENT: Allison Schnell, Board President; Krista Burnell, Secretary; Jeff Smith, Board Member; Peter Janett, Board Member; Ms. Richau, Interim Principal (non-voting), Dr. Bill Rader, Ex-Officio Board Member (non-voting).

BOARD MEMBERS ABSENT: Sherrie Reed, Vice-President

GUESTS PRESENT: Gina Dattilo, Finance and Operations Manager, Kristen Rhudy, Parent, Cassie Dunn, Parent, and Mara Harner, Parent

A quorum of Board members was present. With Ms. Schnell presiding, the meeting was called to order at 4:10PM and guests were welcomed and introduced. The floor was opened to public comments.

Ms. Rhudy addressed the Board regarding utilizing a CU intern program for the art and music programs at the school. ARPS had previously looked at this service for the PE program. It allows CU students to donate their time as a part of their education program for 20/hrs per week. All insurance is covered by the University of Colorado. The program is designed to provide the college students with real world experience. Ms. Rhudy will work with Ms. Richau to work out the details.

Ms. Dunn reported to the Board that she attended the August PTA meeting. She said that she was disappointed to learn that the students were not utilizing any computer programs in the lab. She expressed the need for additional programs in the computer lab, and that money should be appropriated for such items. She also indicated that she attended the meeting in support of Kids Xfit, which she felt was a great opportunity for the kids.

Ms. Harner also expressed her support of Kids Xfit, and indicated that it had been a great opportunity for her own boys.

Item 5: The first item brought before the Board for approval was the agenda as written, with one change. Ms. Schnell made a motion to accept the agenda as written with the addition of the Board Treasurer discussion moved to #3 on the agenda, Mr. Smith seconded, and the agenda was approved with the change. The motion carried.

Ms. Burnell: aye
Ms. Schnell: aye
Ms. Janett: aye
Mr. Smith: aye

Item 6: The next item on the agenda was the approval of the minutes from the previous meeting on August 2, 2012. Mr. Smith made a motion to approve the minutes as written. Ms. Schnell seconded. The motion carried.

Ms. Burnell: aye
Ms. Schnell: aye
Mr. Janett: aye
Mr. Smith: aye

The Board then moved on to Reports.

Item 1: Ms. Richau reported that Back to School Night was held on August 13, 2012 and was a great event with many happy students in attendance.

Ms. Richau also reported that a half-time Special Education Teacher had been hired and her name is Bridget Shahinian, as well as a half-time Kindergarten Teacher – Kathy Krashoc.

She also reported that the Lobby Guard was in operation, and allows teachers to log-in every day and read morning messages that she can place on the system. Lobby Guard provides a record of building entry and other useful data.

Ms. Richau reported that teachers are utilizing electronic attendance through Infinite Campus each morning.

The drive line this year has the addition of permanent teacher positions in order to allow the process to run more smoothly.

Ms. Richau reported to the Board that the Technology Lab is up and running and teachers have sent home the acceptable use policy with students for parent signatures. The PTA has offered monetary support for software to install in the lab, and Ms. Richau is currently reviewing her options to increase student productivity. She also indicated that students have been utilizing many freeware programs in the meantime which have been beneficial.

The first fire drill of the school year was held on August 28, and went smoothly.

The calendar on the ARPS website is being updated with important dates, including dress down days and Inta-Juice days.

Ms. Richau reported that Dennis Corash, from Metro State University, had offered his services pro-bono to help educate staff on the Step Up To Writing curriculum.

Ms. Richau presented a tentative calendar for student use at the Erie Rec Center. As a part of our contract we will be provided room rental at no cost, Field Days, visits to the center for activities, and a physical education program which will be held for 2 half days each week.

Ms. Richau, Dr. Rader, and Ms. Dattilo met with Representatives from the ECC to discuss recertification of the playgrounds to insure safety for our students. Parent Jeremy Grimes is now maintaining the school grounds. The playground audit will allow Mr. Grimes the information he needs to maintain safe surfaces and equipment.

Ms. Richau will be organizing the School Accountability Committee, which will have input into the UIP (Unified Improvement Plan) as well as providing input for ideas for the improvement of education safety, and the school learning environment.

Ms. Richau indicated that all students had been placed according to their reading levels this week. Teachers used data, observation, and collaboration to skillfully group students.

Back to School Night will be held on Tuesday, September 11 from 6:00 – 7:30 pm, and Ms. Richau will host popsicles with the Principal in the cafeteria.

Ms. Richau also wanted to note the great job that Kristen Maracchini and Gina Dattilo had been doing in the office.

Item 2: PTA Report. Ms. Langer reported that the PTA had met on August 20, and PTA positions had been filled. Lisa Amerine was the new Secretary, and Kristen Rhudy was the new Staff Liason. The PTA discussed the Howdy Hop, and what went well and what they would like to change for the following year. Ms. Langer also reported that planning was in process for the Fall Festival. \$500 VISA gift cards were presented to teachers for purchases for their classrooms. Ms. Langer also noted that it was helpful to have Ms. Dattilo attend the PTA meeting for a discussion on items that would be useful for the school. Ms. Langer reported 35 current PTA members. There was also discussion about possibly doing something for the school at the Homecoming Parade. Ms. Langer indicated that the PTA would be looking to distribute information on their upcoming events outside of Facebook posts in order to reach more parents. Finally Ms. Langer reported that the PTA has two new openings which include the Vice President, as well as the Volunteer Coordinator.

The Board then moved onto Discussion and Approval Items

Item 1: Financials

- 1) 2011-2012 Financial Statements (Cash and Accrual Basis)
 - a) The Board reviewed the cash and accrual statements which included a discussion of expenses and income. It was also noted that a change in student population was immediately reported to the school district upon the start of school, and the budget was adjusted accordingly. The final budget will be reported to the Board at the October meeting.
- 2) Annual Audit
 - a) The annual audit was completed on August 13 and 14. Ms. Dattilo noted that the ARPS staff was very organized and ready for the audit. She also indicated that the draft audit would be completed tomorrow, September 7, 2012. Adjustments will be made based upon the information received in the audit.
- 3) Revisions to 3rd Year of Start-Up Grant
 - a) Ms. Dattilo reported that she had been working on the grant, as well as working closely with Ms. Richau and the teachers. She reported that she hopes to have the information to Debbie next week, and submitted to the Board for approval at the October meeting. Purchase orders will be completed for vendors upon approval, as well as inventory of items as they arrive. Ms. Dattilo reported that she had also obtained information from CDE that building hardware was grantable, and as such Ms. Dattilo intended to obtain three bids for Ethernet cable.
- 4) Approval of Check Signers
 - a) Ms. Dattilo reported that she had been removed from the accounts at Colorado Business Bank. Ms. Richau was added as a secondary signer along with Ms. Schnell and Ms.

Burnell. By doing this, it will allow Ms. Dattilo to be able to pay the bills for the school under dual control.

Ms. Schnell made a motion to approve Ms. Richau as a new check signer on the Colorado Business Bank account. Mr. Janett seconded. The motion carried.

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

5) Conflict of Interest Policy

- a) Dr. Rader reported that in his research for obtaining the 5013C for the Foundation that it is prudent for the school to have a Conflict of Interest Policy for each Director, Officer or member of a Committee with Board delegated power. This protects the school from future liability.

Ms. Schnell made a motion to approve the provided Conflict of Interest Policy. Mr. Smith seconded. The motion carried.

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

Item 2: Board Organization

1) Founding Members and Terms

- a. Ms. Schnell reported that currently the Board held 5 Founding Board Members. Each holds a two year term from the date of their election, and can be reelected for future terms. They are Ms. Schnell, Ms. Reed, Ms. Burnell, Mr. Smith, and Mr. Janett.

2) Parent Election

- a. Ms. Schnell reported that parent elected Board Members serve a one year term. Currently there are two parent elected positions open, and the nomination process will continue to September 15, 2012. Ballots are due from the parents by October 15, 2012, and the new Board Members will be approved to the Board by the November meeting.

3) Ex-Officio Members

- a. Ms. Schnell reported that currently there was only one Ex-Officio Member to the Board and that was Dr. Rader who was elected in August of 2009. Currently these positions do not hold terms.

Ms. Schnell made a motion to name Ms. Richau as an Ex-Officio Member of the Board, (non-voting). Mr. Janett seconded. The motion carried.

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

Ms. Schnell also made a motion to name Ms. Dattilo as an Ex-Officio Member of the Board (non-voting). Mr. Smith seconded. The motion carried.

Ms. Burnell: aye
Ms. Schnell: aye
Mr. Janett: aye
Mr. Smith: aye

At this point in the meeting Mr. Smith left at 5:15 pm.

4) Board Committees

- a. Ms. Schnell reported that the Board Treasurer position is currently open.

Ms. Schnell made a motion to have Ms. Burnell serve as Board Treasurer/Secretary until the October meeting at which time a new Secretary would be elected. Mr. Janett seconded. The motion carried.

Ms. Burnell: aye
Ms. Schnell: aye
Mr. Janett: aye

- b. It was reported that Ms. Richau was to establish the School Accountability Committee.

Mr. Janett made a motion to elect Ms. Richau, (Principal), Ms. Schnell (Board Member) and Mr. Bunge (Teacher) as the school representatives on the School Accountability Committee. Ms. Schnell seconded. The motion carried.

Ms. Burnell: aye
Ms. Schnell: aye
Mr. Janett: aye

- c. Dr. Rader reported that the Finance Committee should contain one Board Member, the Finance and Operations Manager, and one other member.

Ms. Schnell made a motion to approve the Finance Committee including Dr. Rader, Ms. Dattilo, and Ms. Burnell as the Board Treasurer. Mr. Janett seconded. The motion carried.

Ms. Burnell: aye
Ms. Schnell: aye
Mr. Janett: aye

The Board then moved to Approval Items:

- 1) After School Enrichments – The following programs were presented to the Board. Spanish Program, Mad Science, Kids Xfit, Young Rembrandts. K-Tech, and CAKE. Ms. Schnell reported that all participants had been background checked, and had provided proof of insurance.

Ms. Schnell made a motion to approve all After School Enrichment Activity Agreements as presented. Mr. Janett seconded. The motion carried.

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

2) Other items from the Board needing approval.

- a. Mr. Janett agreed to nullify the current contract with New Media One based upon the Conflict of Interest policy previously noted in these minutes.

Ms. Schnell made a motion to adjourn at 5:27 pm. Ms. Burnell seconded. The motion carried.

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye